

UNIT 5

Output data

Recommended Prior Knowledge

None.

Context

This unit should be studied alongside all other practical units, especially Units 1, 2, 3 and 4.

Outline

This unit covers the following areas:

- saving documents and objects
- printing documents and objects

Section	Learning Outcomes	Suggested Teaching Activities	Online Resources	Other resources
11.1	Save and print data and documents	Save and print documents as specified, including draft document, final copy, e-mail, file attachment and screen shots. Save and print objects/data as specified, including database reports, data tables, graphs and charts. Save specified data selection in a format suitable for importing into a text based document.		Utilise documents, objects and data from other practical modules for this.